

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4308  
**GRADE:** S-33

**TITLE:** ASSISTANT COMMONWEALTH ATTORNEY IV

**DEFINITION:**

Under direction, to perform duties in the full range of criminal prosecutions and investigations, to include individual responsibility for major cases; may supervise lower level attorneys; and to do related work as required.

**TYPICAL TASKS:**

Represents the prosecution in major criminal cases and handles all facets of general criminal trial work including both felonies and misdemeanors;  
Supervises case preparation and trial performance by lower level attorneys;  
Conducts and supervises the conduct of legal research and the preparation of legal briefs, both appellate and trial;  
Handles criminal motions in all courts;  
Advises and consults with law enforcement officers on the handling of criminal cases and investigations;  
Supervises the preparation of search warrants and affidavits therefore.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the sources of legal reference;  
Complete familiarity with all facets of the criminal law;  
Ability to analyze facts and reach logical conclusions;  
Ability to express ideas effectively, both orally and in writing;  
Ability to maintain effective working relationships with associates, law enforcement officers at all levels and the judiciary;  
Ability to supervise and aid in instruction of new and less senior assistants.

**EMPLOYMENT STANDARDS:**

Three years of experience in the practice of criminal law.

Membership in the Bar of the Commonwealth of Virginia.